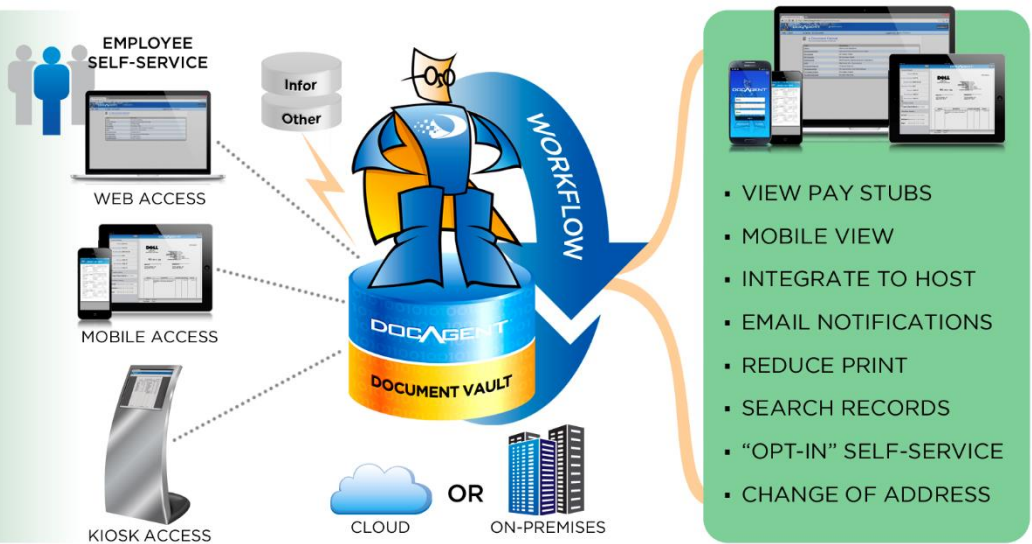


Take the next step toward  
Employee Self-Service  
with Infor's Paperless  
Payroll Solution by  
Digital Designs.



## FLEXIBLE DEPLOYMENT OPTIONS



## WHAT ARE PAPERLESS PAY STUBS AND W-2s?

Infor's Paperless Pay Stub and W-2/T4 Solution by Digital Designs is a secure, easy-to-use, Web-based tool that empowers employees to view their current and/or past pay stub and tax information anywhere, anytime, from Internet-enabled computers or mobile devices.

## HIGHLIGHTS

- Eliminate costs associated with paper handling, storage & transportation
- Substantially reduce printing cost of pay stubs, W-2s, T4s, forms, envelopes, folder/sealer forms, etc.
- Lower time & costs required to reproduce lost pay stubs & W-2s
- Minimize the time expended by payroll & administrative personnel to manage payroll activities
- Deliver email notifications to employees at pay cycles & end-of-year

Experts agree implementing the right electronic paystub solution will result in substantial cost savings. Based on research by NACHA (National Automated Clearing House Association), the average cost of printing a paystub for one employee is \$1.90 per pay period plus postage and materials. This equates to approximately \$60.42 per employee for 26 pay periods. Therefore, a company with 500 personnel spends approximately \$30,210 per year to validate payroll via paystubs. While costs vary, this is a conservative estimate that does not include the expense of storage, replacement stubs, etc. With Paperless Pay Stubs and W-2s, your company can realize a 70% or greater cost savings, versus that of the traditional paper based systems.

## IMMEDIATE PROTECTED ACCESS TO PAYROLL INFORMATION

Enable employees to proactively examine current pay period information, review pay history, provide information to agencies requiring employment verification, and provide annual tax forms all from the interactive touchscreen.

Providing employees access to online pay stubs and W-2s/T4s on demand, allows these and other related tasks to be accomplished directly by the employee, without the involvement of managers or payroll personnel. The result is increased privacy and decreased administrative costs.

## RELEVANT FACTS

- In a survey that interviewed HR executives, more than 70% of responders said that their top issue is managing change.

## PAPERLESS eW-2 OPT-IN MODULE

Employees enjoy the flexibility of determining how they would like to receive their year-end W-2/T4 via the optional opt-in module. To encourage higher participation in eW-2s or eT4s for Canadian provinces, employees are prompted to elect to receive their tax documents electronically via simple secure web access. The opt-in module allows the employer to meet all federal compliance guidelines for eW-2s and eT4s.

## EMPLOYEE INFORMATION MANAGER

Address, name, marital status and contact information changes are easily and accurately made with the Personal Information Manager. Personal data updates can be securely transferred to the employer payroll system. Employees enjoy the flexibility of securely updating their contact information through a simple web browser interface. Reduced keying errors save the Payroll department countless hours of validating and keying employee information.

## A PASSION FOR SERVICE AND SUPPORT

Our passion begins with the consulting and sales process. We believe doing business should be easy. At Infor we not only deliver the highest quality, most robust, and most manageable software solutions, but we also take great pride in our acclaimed customer service and support. Our Software Solution Specialists are on hand to provide timely answers to your questions and help you get the greatest value from your software investment.

## THERE IS A BETTER WAY

Call us today at 1-800-948-6293 to learn more about Infor's global document management solutions by Digital Designs.

## WHY PAPERLESS PAY STUBS AND W-2s?

- 100% Web-Based
- Ease of Use
- Single Application Architecture
- Cost Savings
- Quick Implementation

